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COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

November 28, 2012

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2013-23

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Statewide Vendor Product Enhancement Approvals

The Office of State Uniform Payroll (OSUP) is responsible for the administration of the rules governing state employee payroll deductions. Products that are authorized through OSUP are for all state employees and all state agencies of the executive branch of state government as defined under R.S. 36:4. An **exception** to this is higher education facilities overseen by a Governing Board. The Governing Board has the authority to approve additional products or remove any product per the boards' established policies.

Per the payroll deduction rule, enhancements to policies occur when a vendor broadens an existing, solicited policy's benefits/coverage. The existing solicited policy will be replaced by the enhanced policy and will no longer be solicited. **Current policyholders may choose to keep the existing policy or convert to the enhanced policy;** however, new policyholders must purchase the enhanced policy.

The following enhancements have been approved for the October 1, 2012 deadline to be effective January 1, 2013:

1. National Teachers Associates Life's request to enhance their rider option for the soliciting Cancer and Heart policies was accepted to be implemented and eligible for flex (pre-tax) January 1, 2013. No agency action is necessary.

Existing Rider	Enhanced Rider
GR-1045 (10/96)	GR-2045B (11/11)

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2. National Teachers Associates Life's request to increase the maximum income replacement benefit for the soliciting Disability Income policy (GRD-6004-LA (9/10)) was accepted to be implemented January 1, 2013. No agency action is necessary.
3. Washington National, non-flex eligible Accident- C/V policy

Existing Policy	Enhanced Policy
BM000/PS1LA-A (AA90)	CIC1022LAR

There will be no changes to the product descriptions or wage types in eEnrollment/LaGov HCM as these are enhancements to specific policies under the existing product.

Vendors will advise employees of the enhanced policies by letter and/or during consultations. Agencies should refer employees to OSUP's "For State Employees", Statewide Vendor webpage at the following web address: [http://www.doa.louisiana.gov/OSUP/statewide\\_vendor\\_product\\_listing.htm](http://www.doa.louisiana.gov/OSUP/statewide_vendor_product_listing.htm) to obtain vendor contact information for applicable vendors. Employees may contact the vendor directly for any questions they may have in reference to the enhancement. No specific agency action is necessary for the enhancements to the non-flex policies.

If you have any questions, please contact Jodi Bullock at (225) 342-5345.

APH/JAB/pbh

c: Ray Harrison, OGB